

## Temporary or Long-Term Permits for Food Trucks

### Which option is best for you?

Food Trucks are only allowed in commercial or industrial zones and only on private property. There are several ways to obtain a permit to operate a food truck in Conway.

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You may apply for a **temporary event permit** which allows you to operate for up to 14 days per calendar year at a given location.

- a. You will need a sketch of the proposed site showing the location of the food truck and any tables or seats that might be proposed.
  - b. The food truck and its associated service area cannot encroach into setbacks or buffers.
  - c. Everything proposed must function safely within the approved area.
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For a **seasonal or even permanent location**, you might opt to get a staff approval without a formal site plan review. This can be done if the proposed changes...

- a. Conform to all other applicable codes.
- b. Reasonably conform to the site design standards of Conway's site plan regulations;
- c. Do not increase the intensity of use beyond the capacity of the existing infrastructure, including but not limited to parking, traffic, and septic loading;
- d. Do not create a reduction in greenspace is less than or equal to 400 square feet or,
- e. Increase floor space more than 200 sq. ft.;

Note: To ensure that cumulative impacts can be evaluated by the Planning Board, this option is not available if it results in a combined decrease of greenspace greater than 800 square feet or a combined increase in floor space greater than 400 square feet.

In this case you would have to submit a Zoning Permit Application. Include a copy of the site's most recent approved site plan with a sketch of the food truck location and any tables or seats that might be proposed. We (staff) can then review the plan to determine if it can be approved.

If neither of these yield the desired result, you could request that the Planning Board review the request. It is still not a formal Site Plan Review. Rather, it's a request that the Planning Board find that the change of use does not require a site plan review.

Failing all of the above, you could consider applying for a full site plan review.

*Note: This is meant to be an introductory guide. It is a condensed and edited version of the applicable codes. It is strongly advised that you meet with a staff person to discuss your goals and objectives in order to determine which option is best for you.*